

## KEY and/or LOCK CHANGE REQUEST

*Filled out by requester*

DATE: \_\_\_\_\_

KEY  LOCK CHANGE  REQUESTED BY: \_\_\_\_\_

TITLE/ POSITION: \_\_\_\_\_

KEY REQUESTED: \_\_\_\_\_

BUILDING: \_\_\_\_\_

ROOM NUMBER/ EXACT LOCATION: \_\_\_\_\_

\_\_\_\_\_

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_

---

*Filled out by Physical Plant*

### PHYSICAL PLANT APPROVAL

SIGNATURE: \_\_\_\_\_

Walter Eddy, Executive Director Physical Plant

---

*Filled out by Physical Plant*

KEY /LOCKSET PREPARED BY: \_\_\_\_\_

RECORDED IN DATABASE: \_\_\_\_\_

---

*Filled out by requester*

PICK-UP:

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

KEY POLICY:

I acknowledge receipt of the keys designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys.

I understand and agree that violation of this agreement may render me responsible for the expenses of a relock for the affected areas.

Upon termination of employment or relocation to another area on campus, keys will be returned to the Physical Plant Department for re-issue.

I have read the above Key Policy and will abide by its terms. \_\_\_\_\_

INITIAL OF RECIPIENT